

Retention Policy

Our policy on retaining your personal data

Here's a breakdown of the personal data that we hold and for how long we keep it.

Learner data

We retain details on our learners and their employers to fulfil a legal requirement. In this instance the legal requirement is to evidence completion of an accredited training qualification that is required to work legally in a dispensary.

Purpose	Retention period
Personal data required to complete enrolment process, register learner with an awarding body and meet Government requirements to secure Apprenticeship funding. The personal data that we collect includes: <ul style="list-style-type: none"> • Your name/previous name(s) • Date of birth • Gender • Civil/Marital status • Employer name • Workplace address • Home address 	We are required to retain all Apprenticeship learner data for 7 years. For non-Apprenticeship learners, we currently retain data as follows: Level 3 programme of study – 7 years Level 2 programme of study – 5 years Pre-registration pharmacist programme – Data minimised and photographs deleted at the end of study year. Modules studied and programme information retained for 5 years. All other programmes of study – 5 years Post retention period, data is minimised and core data is retained and encrypted in case of copy certificate request or background check by learner or employer. We are currently awaiting a decision from our regulator, the General Pharmaceutical Council, regarding the length of time they require Buttercups Training to retain learner qualification records therefore this policy is subject to change.

<ul style="list-style-type: none"> • Email address • Telephone number(s) • References • IP address (the number that uniquely identifies a specific computer) • Job Title • Contracted hours • Normal Working hours • Ethnicity • Nationality • Sexual Orientation • Religion • Countries of residence in last 3 years • Previous address(es) (if less than 3 years) • Disability information/health issues • Special Needs/Learning difficulties • GPHC Number • RPSGB Number • National Insurance Number • Passport photocopy • Driving License photocopy • Marriage Certificate 	
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<p>photocopy</p> <ul style="list-style-type: none"> • Birth Certificate photocopy • Next of Kin/Emergency contact(s) • A record of any correspondence with staff • Financial and transaction data • Previous Qualifications and any other current studies • If you receive health and social care support • If you are a Mentor/Expert Witness/Invigilator/Facilitator 	
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Policy Review Date	Policy Managed by:
10/04/2019	Head of Operations